



Department of Safety

Division of State Police



# Child Care Licensing Training Seminar

Presented by Child Care Licensing  
and the Criminal Records Unit



## Questions?

NH Department of Health &  
Human Services  
Child Care Licensing Unit  
129 Pleasant Street  
Concord, NH 03301  
(603) 271-9025

## WHO needs to complete a background check?

### ➤ Child Care:

- **ALL** child care personnel, whether paid or volunteer, working 5 or more hours per week or more than one hour per day (ie: center director/site director/family cc provider/applicant/ household members, etc.)

### ➤ Residential:

- **ALL** direct care and program staff who are in the presence of residents for more than 5 hours per week (ie: program director/applicant, etc.)

## WHAT type of background check do I need to complete?

### ➤ State of NH ONLY:

- Upon hire or becoming a household member **IF** fingerprints were done in previous three years;
- Every three years at renewal.

**EXCEPTION:** State background checks and Household & Personnel Form submissions are not required at renewal if they were completed during the 12 months preceding the license expiration. (DOES NOT apply to residential programs)

### ➤ State of NH w/FBI fingerprints:

- Upon hire or of becoming a household member;
- New applicant for licensure.

**EXCEPTION:** FBI fingerprints completed in the last three years, while working in another licensed program, do NOT need to be done upon hire at a new licensed program.

## When do I submit a Household & Personnel Form (H&P)?

- Upon hire or of becoming a household member;

- every three years at renewal;
- when submitting a new application for licensure.

The H&P indicates to CCLU staff that results of background checks are pending with State Police. **DO NOT** submit an H&P for anyone not required to complete a background check.

## Common Misconception:

State of NH and FBI background checks have been completed through other areas of employment, such as, but not limited to;

- a public or private school;
- merchant marines;
- army; or
- hospital,

therefore, I do not need to complete them again. **This is not correct.** The results of those background checks **CANNOT** be released to DHHS, therefore the entire background check process **MUST** be completed again, in accordance with RSA 170-E:7 I.

## How Do I Complete My Background Check?

### ➤ Complete a Child Care Licensing Criminal Record Release Form with Notarization

- Please make sure your form is notarized. A notary can be found at most banks, court houses, and law offices.

### ➤ Submit to NH State Police Criminal Records by Mail or in Person

- By mail: Send your **completed form** with **\$22.25** and a **fingerprint card** taken at a Police Department
- In person: Schedule an **appointment** at a NHSP livescan location, and arrive with **your completed form**, **\$22.25**, and one form of **official photo ID**.

*We recommend submitting in person, as it is quick, easy, cost effective, and more accurate*

### ➤ How Do I Make an Appointment?

Call **(603) 223-3867** and ask to make an appointment. If you have to, leave a message, and someone will return your call.

### ➤ How Can I Pay?

- Cash
- Check
- Credit Card (Visa, Mastercard, and American Express)
- Money Order
- Prepaid Account

*Checks should be made payable to "State of NH – Criminal Records"*

### ➤ What is a Valid Photo ID?

- Current Driver's License or Non-Drivers ID (Non-expired)
- Passport
- Green Card

*Social Security Cards, Birth Certificates, School ID's and other non-photo or non-official ID will not be accepted.*

## How Long Does the Process Take?

Approximately 5-7 business days, assuming there are no delays. Results can only be sent directly to the DHHS Child Care Licensing Unit.

### ➤ What Can I Do if My Prints are Rejected?

Retake and resubmit your prints, the same way you did your first time. There is no fee for a resubmission. If prints are rejected twice, a letter of good standing may be obtained from your local Police Department, stating that you have had no negative contact with the Police within your last five years of residence.

## NH State Police Livescan Sites

- **Concord State Police Headquarters**  
33 Hazen Drive  
Concord, NH 03305  
(Monday – Friday 8:15-4:15)
- **Manchester DMV**  
377 South Willow Street  
Manchester, NH 03103  
(Monday – Friday 8:15-4:15)
- **Dover Point DMV**  
50 Boston Harbor Road  
Dover, NH 03820  
(Monday – Friday 8:15-4:15)
- **Troop C - Keene**  
15 Ash Brook Court  
Keene, NH 03431  
(Monday – Friday 8:15-4:15)
- **Troop E - Tamworth**  
1864 White Mountain Highway  
Tamworth, NH 03886  
(Monday – Friday 8:15-4:15)
- **Troop F - Twin Mountain**  
549 Route 302  
Twin Mountain, NH 03595  
(Monday –Friday 8:15-4:15)

